

Letter - Enquiry / Inquiry

An Enquiry letter is a formal letter, written to enquire and get details regarding something that a person is interested in. It could be written with respect to an item that a person is interested in buying, a course that a person wants to study, a vacation trip that a person wants to go on, etc. A letter of inquiry deals with various matters like job vacancies, funding, grants, scholarship, projects, sales, pre-proposals and others.

As the sender of an Enquiry letter needs information about something, the enquiry letter must mention the contact details of the sender where the said information has to be sent so that the recipient can authenticate the source of the inquiry. It must contain the particulars of the thing enquired about.

Suggestions to write an inquiry letter:

- Give a brief introduction about yourself. (Your organisation)
- State the reason for the enquiry.
- Provide the details about the thing or subject of inquiry.
- Clearly state what information you are seeking.
- If you require a detailed information, write your questions accordingly.
- If you require the information by a particular date, then do mention in the letter.
- Thank them for their time and consideration at the end.
- Close with a statement which would elicit quick response.

The format of an Enquiry letter is as follows -

Sender's Address

Date : 1st December 2021

Receiver's Designation

Receiver's Address

Salutation (Sir / Madam)

Subject : Inquiry regarding...

Body

Paragraph 1

Introduction : The purpose of the introduction is to provide your audience with the basic information of who, what and why.

- I. Introduce yourself and where you are from.
- II. Provide a statement of purpose.
- III. Include subtle flattery.

(After reading your advertisement regarding ..., I wish to ...)

Paragraph # 2 : Details of the enquiry

- Duration of course
- Fee structure
- No. of students per batch
- Transport facilities.

Paragraph 3 : Conclude / End.

(I will be grateful if you could send me the brochure along with the enrolment form so that I could register in the course at the earliest.)

Complimentary Closing

Sender's name, signature and designation (if any)

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Refer to the following writing tips before writing an Enquiry Letter:

- It should be written like a formal letter. It must include the sender's contact details, address at the beginning of the letter.
- It must contain all the aspects of the enquiring item.
- It should contain the date and address of the receiver.
- Add the subject of the letter precisely to give some idea of what will be discussed in the letter.
- Make sure to add a salutation at the start and your signature, name and designation at the end of the letter.
- It should be written concisely and clearly.
- Mention the reason and enquiry details.

Sample Letters [Two letters for reference]

- 1 You are Rama / Ramesh of D-105, Lajpat Nagar, New Delhi. You want information about German Language Courses at German Embassy, Chanakya, Puri, New Delhi. Write a letter to the Director inquiring about the same. (100-120 words)

D-105

Lajpat Nagar

New Delhi - 1100 XX

6
(12) 06/07/22

12 August 20XX

The Director
German Embassy
Chanakya Puri
New Delhi 1100XX

Sir / Madam

Subject: Inquiry regarding German Language Courses.

I wish to make certain enquiries about the German language courses offered by your reputed Institution. I have just completed Class X and want to pursue my career in German. I have always had a flair for language and have wanted to be a multilingual. Hence, the desire to learn the German language.

I would like to know the following information:

- Admission procedures.
- Duration of the course
- Fee structure.
- Timing of the class.
- Transport facilities.

I will be grateful if you could send me brochure along with the enrolment form enabling me to register myself for the course at the earliest. Please also find enclosed with the letter a draft of 200/- for the brochure. Any balance money shall be paid on the receipt of the same.

Thanking You.

Yours Faithfully

Rama Roy

2. * You are Rahul / Renu of 97, Prashant Vihar, Saharanpur, Saharanpur, Uttar Pradesh, studying at a coaching centre in Model Town, Delhi. You need accommodation for yourself. Write a letter to the Manager of Paying Guest Services, 108, Students Complex, Model Town, Delhi, inquiring about the details such as type of accommodation, monthly charges and other facilities.

97

Prashant Vihar

Saharanpur

Uttar Pradesh - xxxxxx

18 July 20xx

The Manager

Paying Guest Service

108

Students Complex

Model Town

New Delhi - 1100xx

Sir / Madam,

Subject - Inquiry about Accommodation

I came across your advertisement in the Indian Express dated 16th July 20xx and would like to know in detail about the accommodation offered by you. I have earlier too stayed at other paying guest accommodations offered by you and my track record can be verified from my previous owners. I am a resident of Saharanpur and studying in Delhi. I am preparing for CA. My coaching centre is in Model Town and I would like to be accommodated near it to save travel time.

Kindly send me the details like:

- Type of accommodation offered.
- Monthly charges.
- Mode of payment.
- Availability of meals.
- Facilities available like attached bathrooms.
- Wi-fi facility available or not.
- Terms and conditions.

Any other features that you think should be informed in advance, please do share.

I assure you that the rental payments shall be made on time. Please, send the details as soon as possible at the address given below.

Thanking you.

Yours Faithfully
Rahul ~~Sharma~~ Srivastava